

# **Fleet Management Division 2019 Annual Fleet Report**



**Fleet Management Division**

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## Background

In 2016, the Legislature requested the total number of state vehicles from three agencies, Fleet Management Division (FMD), the Department of Motor Vehicles (DMV), and the Board of Risk and Insurance Management (BRIM). FMD reported approximately 7,500 vehicle units, DMV reported approximately 10,500, and BRIM reported approximately 13,000 units. Due to each agency having differing responsibilities, missions, and oversight authorities, the total numbers did not match, and the question of “How many vehicles does the state have?” remained.

FMD completed the 2017 Licensed Inventory Project as a response to the differing numbers of state vehicles reported. The project yielded an inventory count of 10,283 state licensed units with another 226 pending verification with the Regional Education Service Agency (RESA) and the Department of Transportation (DOT). FMD has worked with the agencies to address the pending verification items.

In preparation of the passage of new legislation concerning the state fleet, FMD conducted the 2018 Records Integrity Project. The 2018 project focused on verifying 20 vehicle attributes that the pending House Bill 4015 would require agencies to report on each year. FMD identified 32,025 missing data fields in ARI (Automotive Resources International, FMD’s maintenance and fueling vendor). FMD requested that the agencies verify the data in ARI and notify FMD of any discrepancies by May 31, 2018.

Additional steps were taken by FMD to match the information and structure of wvOASIS fixed assets and ARI’s vehicle database and to educate agency fleet coordinators (AFCs) on the reporting requirements of HB4015. Below is a list of those actions:

- Changing and adding category codes in wvOASIS
  - Changed vehicle category codes 02 and 03 from Agency and FMD owned, to under 1 ton and over 1 ton, respectively
    - Changed 2,659 records in wvOASIS
  - Added category code 32 for leased vehicles (operated by, not owned by, the state)
  - Added category code 50 for licensed non-motorized vehicles (trailers)
  - Redefining category code 24 to licensed travel trailers
- Matching the naming constitution with wvOASIS
  - ARI has a limit of 13 characters for the agency name; therefore, FMD made abbreviations for the agencies’ names and added the department and unit numbers for each record in ARI in order to match wvOASIS
  - FMD worked with wvOASIS Reporting Team to establish a crosswalk between the Division of Finance, Agency Billing Codes, and wvOASIS’s established department and unit
- Changing the Cabinet Level in ARI
  - FMD changed the Cabinet Level codes in ARI to match the State of West Virginia’s Budget Office structure
- Adding the department and unit codes in wvOASIS under the Custodian field

- FMD sent wvOASIS Financial Team a spreadsheet with the new custodian codes
- New custodian codes in wvOASIS to identify vehicles owned by FMD and operated by the agencies.
- Training the Agency Fleet Coordinators (AFCs)
  - Three training sessions were offered on May 1<sup>st</sup>, 4<sup>th</sup>, and 9<sup>th</sup> of 2018 covering HB4015 and Rule 148
    - 130 AFCs and guests attended
  - Held ten half-day training sessions during May 2019
    - 120 AFCs and guests attended
- Assisted DMV with the State Vehicle Title, Registration, and Relicensing Project of 2018 by cleaning up 5,000 vehicle records with bad VIN numbers, duplicate records, missing vehicle years, and by correcting erroneous vehicle years, makes and models found in wvOASIS fixed assets

## **HB4015 State Vehicle Fleet Annual Report**

HB4015 was passed on March 7, 2018 and emergency Rules were implemented on November 14, 2018. The Bill and Rule established procedures for the use and yearly reporting of agencies' fleet inventory and operating cost. The new legislation outlines the agencies' and FMD's responsibilities. It also provides two enforcements checks: first, the DMV relicensing project that requires agencies to list their vehicles in wvOASIS fixed assets before a new plate will be issued (all state green plates expired on December 31, 2018, and the DMV relicensing project will ensure the accuracy of the state's inventory); second, the State Auditor's Office must conduct a spot compliance audit on not less than 20% of the state's fleet annually to monitor operator, spending unit, and fleet coordinator records and reports for accuracy and compliance beginning July 1, 2019. The State Auditor shall report to FMD the findings of each spot compliance audit. The Auditor's Office spot compliance ensures agencies are following the requirements in the bill and rule.

HB4015 requires the agencies to report on their vehicle inventory that they own and operate by October 31, 2018 and annually thereafter. FMD must submit a state fleet annual report to the Governor and the Joint Committee on Government and Finance by December 31, 2019. HB4015 §5A-19-9 b provides an exemption, through the rule making process, for agencies not to use FMD's services for maintenance and fueling that have established facilities that can perform and report on maintenance and fueling events per agencies and vehicle.

FMD sent the agencies an email on 9/10/19 instructing them to verify the data in ARI database and wvOASIS. In addition, FMD sent an email to those agencies that were granted an exemption to send their vehicle operation data for FY2019 by Oct. 1, 2019, Appendix 2 contains a copy of the cabinet level ARI Fixed and Operating Expense FY19 and exempt agencies reporting is found in Appendix 3.

## **HB4015 Reporting Requirements**

HB4015 §5A-12-12 requires FMD to produce a report regarding the maintenance and operation of the state vehicle fleet (1 ton and under) on or before December 31, 2019 and each December thereafter to the Governor's Office and Joint Committee on Government and Finance containing at a minimum:

1. The total number of state vehicles
2. The total number of vehicles operated by each spending unit
3. Total number of state vehicle miles driven
4. Total amount of fuel purchased and the total expenditures for annual maintenance, repair, and fuel expenditures, both in aggregate and by spending unit
5. Total number of miles and amount reimbursed for personal vehicle use and the amount reimbursed annually, both in aggregate and by spending unit
6. Total number of vehicles owned and operated by the division, including information on the total miles driven, and the annual expenditures for maintenance, repair, and fuel
7. The total annual indirect cost of operating the state vehicle fleet
8. A summary of complaints received concerning state vehicle usage
9. A summary of the State Auditor's spot compliance
10. The operation revenue and expenses of the division
11. Recommendations for any policy or statutory changes

ARI's LOV Report contains all operation costs for the life of the vehicle plus each vehicle's attributes. ARI's Fixed and Operation Expenses FY19 provides the operations cost for fiscal year 2019 (FY19) by Cabinet, Agency and vehicle level. These reports will provide a baseline for future reporting and provide an area of focus for the Auditor's Office 20% spot compliance. These vehicle operations cost reports can be found in Appendix 2.

FMD has identified undercover vehicles through the plate number and type. To protect those vehicles' undercover status, FMD has removed any vehicle attributes that could be used to identify a vehicle from all the reports found in the appendixes. FMD has made a key for each report in the appendixes in order to supply the removed vehicle attributes upon request.

Rule §148-23 was submitted by FMD exempting Division of Highways, Parkways Authority, and Division of Natural Resources/Parks and Recreation from using both fueling and maintenance services. Courtesy Patrol, State Police, and State Rail Authority were granted a partial exemption from FMD's maintenance services. As of October 1, 2019, only DOH, Parkways and State Parks had provided agency vehicle operating cost data. Agencies exempt from using FMD's services must still report on their vehicle operations cost and all other requirements found in HB4015. Exempt agencies reports can be found in Appendix 3.

## Cabinet Level Fleet Inventory

### Inventory in ARI and wvOASIS

HB4015 §5A-12-7 requires agencies to list all vehicles owned or operated into wvOASIS fixed assets and to confirm annually with Surplus Property by July 15<sup>th</sup> of each year.

FMD ran the wvOASIS FIN-AM-017 Vehicles by Department Report (FA17) report on October 1, 2019. Below is a chart listing the number of owned and operated motorized vehicles over and under one ton and licensed non-motorized units.

Included in the chart is a listing of the state's inventory found in ARI. Along with inventory issues found when comparing the two databases. Monthly FMD compares the two databases and informs wvOASIS, DMV, Surplus Property, and the agency of any discrepancies.

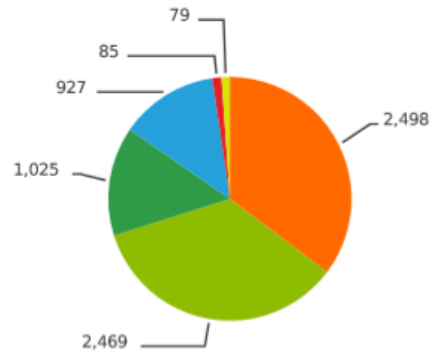
Below are graphs listing the state's inventory in ARI by Type, Manufacturer and Year. FMD can provide additional inventory reports at the agency and department level upon request.

Appendix 1 contains the wvOASIS FA17 report and ARI Inventory.

	# of One Ton & Under Vehicles (ARI LOV Report) 10/2019	Total # of Motorized Vehicles in wvOASIS (FM17) 10/2019	# of One Ton and Under Vehicles in wvOASIS Fixed Assets, 02 (FA17) 10/2019	# of Over One Ton Vehicles in wvOASIS Fixed Assets, 03 (FM17) 10/2019	# of Licensed Leased Units in wvOASIS, 32 (FM17) 10/2019	# of Licensed Non Motorized Units in wvOASIS, 50 (FM17) 10/2019	# of Licensed Travel trailers in wvOASIS, 24 (FM17) 10/2019	# of Duplication Vin #'s in wvOASIS 10/2019	# of Bad Vin #'s in wvOASIS 10/2019	# of Vehicles Active in ARI Not in wvOASIS 10/2019
Administration	51	2786	2782	4	0	6	0	0	0	2
Community College	93	84	59	19	6	19	0	2	0	4
Commerce	811	664	608	55	1	325	11	3	0	13
Health Human Resource	294	23	22	1	0	22	0	2	0	0
Arts, Culture and History	18	5	4	1	0	2	1	0	0	0
Education	32	14	4	10	0	0	0	0	0	0
Elected Office	190	191	175	16	0	42	2	0	0	0
Environmental Protection	376	6	4	2	0	45	17	0	0	8
Higher Ed	779	900	775	97	28	155	1	4	4	17
Judicial	19	19	19	0	0	0	0	0	0	0
Legislative	8	4	4	0	0	0	0	0	0	0
Military Affairs	1772	943	848	83	12	133	61	8	24	61
Miscellaneous	100	0	0	0	0	4	0	0	0	0
Quasis	174	278	189	89	0	49	0	2	1	1
Revenue	111	10	10	0	0	2	1	0	0	3
Senior Services	6	0	0	0	0	0	0	0	0	0
Transportation	2038	2760	1278	1482	0	672	28	7	29	1
Veterans	72	61	59	2	0	4	0	0	0	0
<b>Totals</b>	<b>6944</b>	<b>8748</b>	<b>6840</b>	<b>1861</b>	<b>47</b>	<b>1480</b>	<b>122</b>	<b>28</b>	<b>58</b>	<b>110</b>

## Inventory by Asset Type

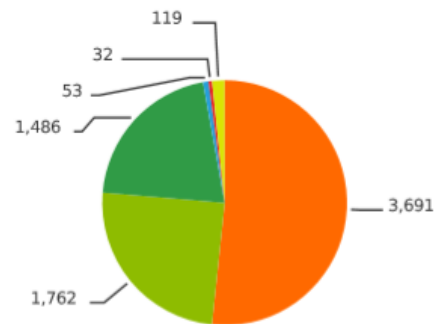
Active Vehicles



- Truck LD
- SUV
- Car
- Van
- Truck MD
- Other

## Inventory by Manufacturer

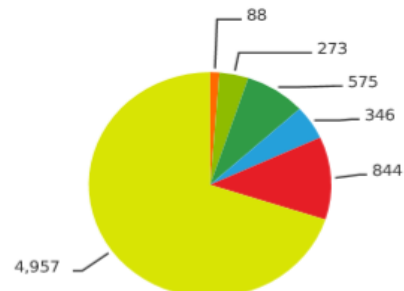
Active Vehicles



- FORD
- FIAT
- GM
- RENTAL
- TOYOTA
- OTHER

## Inventory By Model Year

Active Vehicles



- 2020
- 2019
- 2018
- 2017
- 2016
- Older

## Fleet Operations Cost

HB4015 §5A-12-3 gives FMD the authority to provide or contract for management services, including fueling and vehicle maintenance, and any other services necessary to properly manage and use state vehicles.

*HB4015 §5A-12-9 (a) Each spending unit that owns, uses, or maintains a state vehicle shall utilize the management services provided by the Fleet Management Division for all state vehicles.*

FMD provides fueling and maintenance services through Automotive Resources International (ARI). As of October 2019, FMD provided maintenance services to 3,165 vehicles and fueling services to 4,563 vehicles. In appendix 2, is a report titled LOV Operating Cost 10-1-19 (LOV Report). The LOV Report lists each state owned or operated, 1 ton and under motorized licensed vehicles with the vehicle's attributes and operation cost (fueling, maintenance, and fixed cost) for the life of the vehicle. Also in Appendix 2 is a report titled Fixed and Operating Expenses FY19 ALL, this report lists all the state's vehicle operation costs (for vehicles that use FMD fueling and maintenance) for fiscal year 2019. Other fleet and travel expenses not facilitated by ARI can be found in the wvOASIS FIN-GL-146 report found in Appendix 5. Below is a Cabinet Level Summary Chart that lists the state operations cost along with a second graph listing the main billing categories for the operations of the state fleet. Please note that the chart below only contains data from vehicles using ARI fueling and maintenance services.

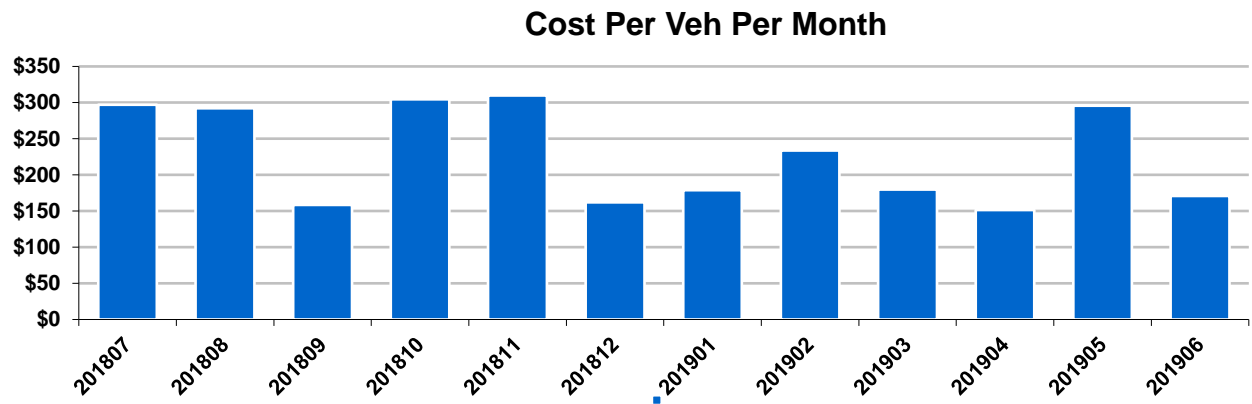
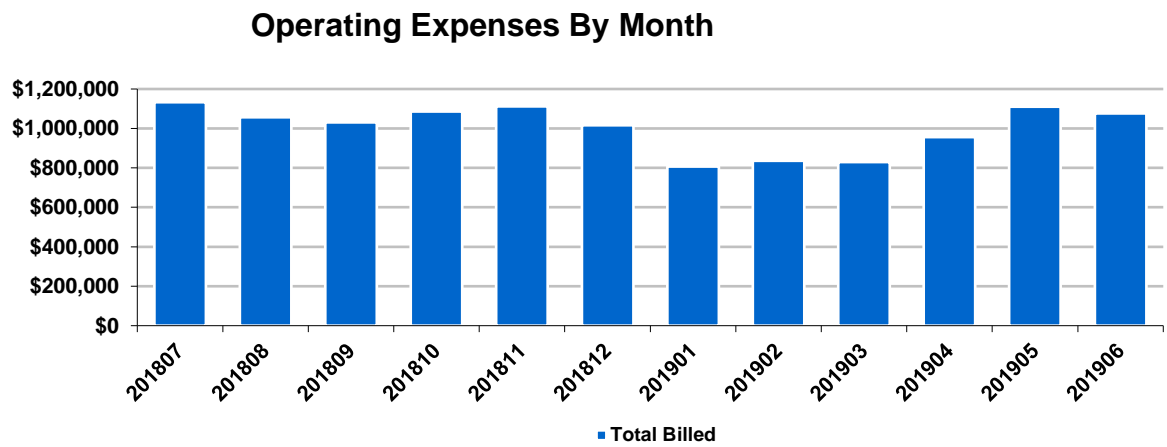
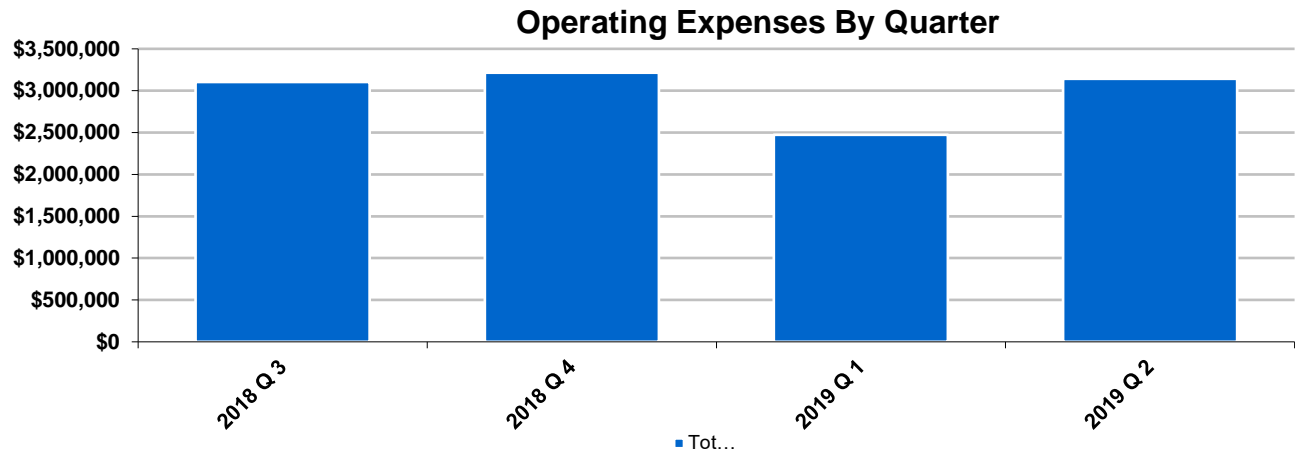
## Cabinet Level Vehicle Operations Cost Chart

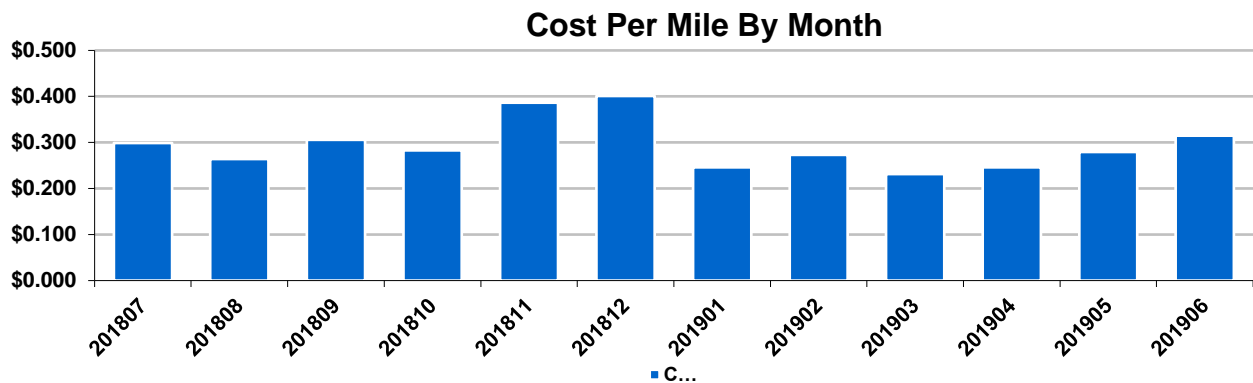
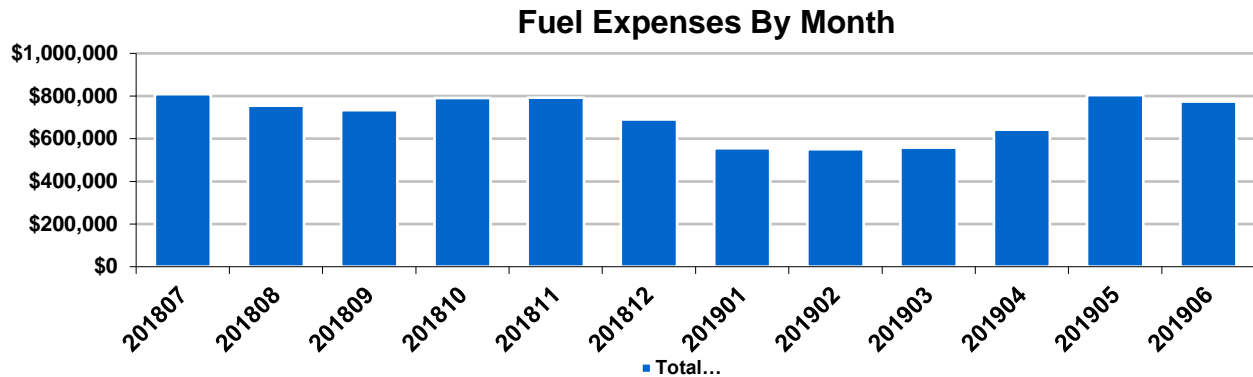
	# of Vehicles (ARI LOV Report)	# of Vehicles Using FMD's Maintenance Services (ARI LOV Report)	# of Vehicles Using FMD's Fueling Services (ARI Monthly Universe Report)	# of Vehicles not averaging 1,100 per Month (LOV Report)	Operating Expense for Maintenance and Fueling (ARI Fixed and Operating Report)	Operating Expense for Maintenance (ARI Fixed and Operating Report)	Operating Expense for Fueling (ARI Fixed and Operating Report)	Fixed ARI Admin Fee (ARI Fixed and Operating Report)	Average Cost Per Unit (ARI Fixed and Operating Report)	Cost Per Mile (ARI Fixed and Operating Report)	Cost Per Day (ARI Fixed and Operating Report)
Administration	53	53	53	35	\$127,730.45			\$2,073.05	\$2,028.18	\$0.41	\$356.60
Community College	103	88	93	82	\$97,945.85			\$3,067.76	\$1,052.23	\$0.50	\$277.51
Commerce	836	643	715	399	\$2,301,141.95			\$26,793.82	\$2,828.60	\$0.34	\$6,395.43
Health Human Resource	305	301	304	121	\$907,595.37			\$11,834.48	\$1,960.40	\$0.23	\$2,525.91
Ed Arts	19	19	18	10	\$53,116.42			\$809.52	\$1,540.74	\$0.31	\$148.15
Education	39	29	36	14	\$55,359.29			\$1,254.75	\$1,415.35	\$0.22	\$155.53
Elected Office	201	69	184	97	\$413,317.04			\$3,849.39	\$2,161.48	\$0.29	\$1,146.06
Environmental Protection	374	374	367	107	\$1,521,281.12			\$15,305.64	\$4,043.65	\$0.35	\$4,221.39
Higher Ed	806	652	659	682	\$312,448.66			\$9,184.39	\$1,148.69	\$0.47	\$883.61
Judicial	19	19	19	13	\$46,091.47			\$817.39	\$2,468.89	\$0.27	\$128.87
Legislative	8	8	8	1	\$165,400.55			\$2,535.26	\$18,659.53	\$1.26	\$461.36
Military Affairs	1795	608	1694	641	\$4,492,474.04			\$27,515.58	\$2,942.70	\$0.26	\$12,417.55
Miscellaneous	100	100	100	33	\$514,470.57			\$5,570.47	\$4,771.02	\$0.41	\$1,428.68
Quasis	174		40	95	\$8,387.54				\$524.22	\$0.32	\$23.04
Revenue	107	107	107	44	\$329,924.69			\$4,961.08	\$2,657.82	\$0.26	\$920.02
Senior Services	6	6	6	5	\$24,640.20			\$513.93	\$3,593.45	\$0.96	\$69.10
Transportation	2056	49	117	915	\$609,151.50			\$5,357.86	\$1,902.51	\$0.22	\$1,688.21
Veterans	74	29	29	44	\$67,952.00			\$1,191.61	\$2,230.44	\$0.40	\$189.95
	7075	3154	4549	3338	\$12,048,424.84			\$122,355.98	\$2,666.69	\$0.29	\$33,436.21



Expense Type	Expense Category	201807	201808	201809	201810	201811	201812	201901	201902	201903	201904	201905	201906	Total
Fixed Expenses	Management Fees	\$10,283.96	\$10,202.94	\$10,471.90	\$10,174.00	\$10,452.00	\$7,263.50	\$10,351.00	\$10,349.00	\$10,546.00	\$10,527.00	\$10,894.00	\$10,837.00	\$122,352.30
	Sub-Total:	\$10,283.96	\$10,202.94	\$10,471.90	\$10,174.00	\$10,452.00	\$7,263.50	\$10,351.00	\$10,349.00	\$10,546.00	\$10,527.00	\$10,894.00	\$10,837.00	\$122,352.30

Operating Expenses	Accident Repairs	\$9,179.83	\$4,015.40	\$4,215.39	\$4,029.01	\$3,913.38	\$2,706.60	\$4,453.72	\$3,909.41	\$7,617.19	\$5,815.59	\$4,234.45	\$5,145.29	\$59,235.26
	Daily Rentals	\$143.99												\$143.99
	Fixed Costs			\$26.25										\$26.25
	Fuel	\$808,173.33	\$755,365.09	\$734,170.79	\$790,957.25	\$791,927.69	\$690,416.73	\$555,316.30	\$550,927.83	\$559,047.30	\$642,063.30	\$804,921.58	\$773,642.25	\$8,456,929.44
	Maintenance Repairs	\$171,636.74	\$165,633.20	\$183,312.09	\$204,067.67	\$220,024.63	\$230,529.07	\$153,081.51	\$185,307.40	\$185,290.98	\$243,531.55	\$216,867.20	\$207,720.58	\$2,367,002.62
	Management Fees			\$111.00							-\$5.00			\$106.00
	Misc			\$56.38	\$28.30	\$28.56	\$57.76	\$309.22	\$109.95	-\$58.55		\$291.06		\$922.68
	Oil And Lube	\$26,203.77	\$27,801.45	\$26,223.32	\$28,650.13	\$29,315.36	\$25,618.68	\$25,865.54	\$26,503.81	\$26,093.68	\$27,084.33	\$29,443.84	\$29,494.75	\$329,298.66
	Parking And Tolls				\$157.50						\$40.29			\$197.79
	Taxes	\$1,555.95	\$1,104.62	\$938.92	\$576.07	\$1,077.41	\$173.49	\$49.48	\$252.97	\$289.25	\$348.85	\$282.48	\$402.59	\$6,952.08
	Tires	\$50,921.42	\$46,391.74	\$60,838.14	\$51,908.36	\$64,334.31	\$59,597.28	\$60,742.57	\$58,531.37	\$48,639.37	\$34,099.30	\$46,092.66	\$49,227.36	\$631,323.88
	Warranty Credit	-\$150.00				-\$2018.80				-\$235.00	-\$964.00			-\$3,367.80
	Wash And Polish	\$7,979.29	\$10,899.56	\$6,599.30	\$5,554.40	\$4,711.09	\$6,929.61	\$7,136.54	\$9,755.28	\$2,572.50	\$4,293.23	\$7,820.49	\$10,063.52	\$84,314.81
	Sub-Total:	\$1,075,644.32	\$1,011,211.06	\$1,016,391.58	\$1,085,928.69	\$1,112,313.63	\$1,016,029.22	\$806,954.88	\$835,298.02	\$829,256.72	\$956,307.44	\$1,109,953.76	\$1,073,696.34	\$11,932,985.66
	Grand Total:	\$1,085,928.28	\$1,021,414.00	\$1,028,634.48	\$1,096,102.69	\$1,122,165.63	\$1,023,292.72	\$817,305.88	\$845,541.02	\$839,802.72	\$966,834.44	\$1,120,847.76	\$1,086,533.34	\$12,053,337.96





## Exempt Agencies Reporting

On September 10, 2019 FMD sent the exempt agencies AFCs an email requesting they provide their fleet operation cost by October 1, 2018, as required by HB4015 §5A-12-10, Annual reports by spending units.

Rule §148-23 exempted Division of Highways, Parkways Authority, and Division of Natural Resources/Parks and Recreation from using both fueling and maintenance services. Courtesy Patrol, State Police, and State Rail Authority were granted a partial exemption from FMD's maintenance services. Until the new Phase E modular is completed, the exempt agencies reported data will have to be reported separately.

As of October 1, 2019, only DOH, Parkways and State Parks had provided agency vehicle operating cost data. Agencies exempt from using FMD's services must still report on their vehicle operations cost and all other requirements found in HB4015. Exempt agencies reports can be found in Appendix 3.

## HB4015, Other Requirements

Below is a chart listing the other agency reporting requirements, the appointed AFC who attended mandatory training in May 2019, and a list of agencies that maintain a list of noncompensatory drivers as required by HB103. The agencies reporting of noncompensatory drivers can be found in appendix 6.

2019FY Agencies other Reporting Requirements										
CABINET CODES	Department	AGENCY	2019 Training Held date	2019 Training Attendees	HB103 email sent to AFC's	HB103 Noncompensatory Driver spreadsheet returned by 7/31/19	FY2019 SEV & ERV Exemption forms sent 7/2019	SEV & ERV Agency Log Received	Email to AFC for 2019 vehicle data in ARI and wvOASIS is Correct by Oct. 1st	Agencies Response to ARI and wvOASIS Data Correct
AD	Administration	Aviation			DUSTIN ANTHONY 6/17/2019	6/18/2019	DUSTIN ANTHONY 6/17/2019	YES	DUSTIN ANTHONY 9/10/2019	NO
AD	Administration	BRIM Board of Risk & Insurance Management	4/24/2019	Carl Baldwin	CARL BALDWIN 6/17/2019				CARL BALDWIN 9/10/2019	NO
AD	Administration	CPRB Consolidated Public Retirement Board	5/15/2019	Amber Hawkins	AMBER HAWKINS 6/17/2019				AMBER HAWKINS 9/10/2019	NO
AD	Administration	Fleet Management	ALL	ALL	JAMES PARSONS 6/17/2019	6/18/2019			JAMES PARSONS 9/10/2019	YES
AD	Administration	General Services	5/1/2019	Robert Hovatter	ROBERT HOVATTER 6/17/2019		ROBERT HOVATTER 6/17/2019	YES	ROBERT HOVATTER 9/10/2019	NO
AD	Administration	IS&C Technology Office	4/24/2019	Staci Clutters, Sandy Henson	STACI CLUTTERS 6/17/2019				STACI CLUTTERS 9/10/2019	NO
AD	Administration	Prosecuting Attorneys								
AD	Administration	Public Defender								
AD	Administration	Purchasing	5/1/2019	Amber Carter	AMBER CARTER 6/17/2019	6/17/2019			AMBER KOERBER 9/10/2019	NO
AD	Administration	Real Estate	5/8/2019	Shelly Eads, Gail Demaar	SHELLY EADS 6/17/2019	6/19/2019			SHELLY EADS 9/10/2019	NO
AD	Administration	Surplus Property	4/24/2019	Scott Brown	SCOTT BROWN 6/17/2019				SCOTT BROWN 9/10/2019	NO
CC	Community College	Blue Ridge Community & Technical College	5/16/2019	Natasha Scolaro, Lacey Walp	NATASHA SCOLARO 6/17/2019	6/17/2019	NATASHA SCOLARO 6/17/2019	YES	NATASHA SCOLARO 9/10/2019	NO
CC	Community College	BridgeValley Community & Technical College	4/24/2019	John Powell	JOHN POWELL 6/17/2019	6/17/2019			JOHN POWELL 9/10/2019	NO
CC	Community College	Eastern WV Community & Technical College	5/16/2019	Jaennae Snyder	JAENNAE SNYDER 6/17/2019				JAENNAE SNYDER 9/10/2019	NO
CC	Community College	Mountwest Community & Technical College	5/16/2019	Terri Tomblin Byrd, Tina Skidmore	TERRI TOMBLIN-BYRD 06/17/2019	6/17/2019	TERRI TOMBLIN-BYRD 06/17/2019	YES	TERRI TOMBLIN-BYRD 9/10/2019	YES
CC	Community College	New River Community & Technical College	5/16/2019	Robert Runion, Twana Jackson	ROBERT RUNION 6/17/2019	7/26/2019			ROBERT RUNION 9/10/2019	NO
CC	Community College	Northern Community College	5/1/2019	Lyndsie Scott-Guzek	LYNDSIE SCOTT-GUZEK 6/17/2019	6/20/2019			LYNDSIE SCOTT-GUZEK 9/10/2019	NO
CC	Community College	Potomac State College of WVU	4/24/2019	Keith Pyles, Clement Solomon	KEITH PYLES 6/17/2019				KEITH PYLES 9/10/2019	NO
CC	Community College	Southern WV Community & Technical College	5/8/2019	Velva Pennington	VELVA PENNINGTON 6/17/2019		VELVA PENNINGTON 6/17/2019	YES	VELVA PENNINGTON 9/10/2019	NO
CC	Community College	WVU at Parkersburg	4/24/2019	Amber Nichols	AMBER NICHOLS 6/17/2019	6/20/2019	AMBER NICHOLS 6/17/2019	YES	AMBER NICHOLS 9/10/2019	NO
CO	Commerce	Community Advancement (formerly Economic Opportunity)	4/24/2019	Joyce Tuemler	JOYCE TUEMLER 6/17/2019	6/17/2019			JOYCE TUEMLER 9/10/2019	NO
CO	Commerce	Development Office	4/24/2019	KIMBERLY MILLER	KIMBERLY MILLER 6/17/2019	6/19/2019			KIMBERLY MILLER 9/10/2019	NO
CO	Commerce	DNR	5/16/2019	JUSTIN PETTRY	JUSTIN PETTRY 6/17/2019		JUSTIN PETTRY 6/17/2019	YES	JUSTIN PETTRY 9/10/2019	NO
CO	Commerce	Forestry	5/15/2019	GREG COOK	GREG COOK 6/17/2019	6/17/2019			GREG COOK 9/10/2019	NO
CO	Commerce	Geological Survey			HANNA LAW 6/17/2019		HANNA LAW 6/17/2019	YES	HANNA LAW 9/10/2019	YES
CO	Commerce	Labor	4/24/2019	KIMBERLY LEGG, GWYNN MCGEE	KIMBERLY LEGG 6/17/2019	6/28/2019	KIMBERLY LEGG 6/17/2019	YES	KIMBERLY LEGG 9/10/2019	YES
CO	Commerce	Miner's Health, Safety & Training	5/15/2019	TOM MCCLURE, ANGIE BENSON	TOM MCCLURE 6/17/2019				TOM MCCLURE 9/10/2019	NO
CO	Commerce	Rehabilitation Services	5/8/2019	TAMMY THOMAS, VICKI ROSS	TAMMY THOMAS 6/17/2019	6/27/2019			TAMMY THOMAS 9/10/2019	NO
CO	Commerce	Tourism	5/8/2019	GEORGINA DAVIS	GEORGINA DAVIS 6/17/2019	6/17/2019			GEORGINA DAVIS 9/10/2019	NO
CO	Commerce	Workforce WV	5/15/2019	TAMMY COGAR, GLENVA WALKER	TAMMY COGAR 6/17/2019	8/5/2019			GLENVA WALKER 9/10/2019	NO
DH	DHHR	DHHR	5/16/2019	BRENT KESSINGER, ALISHA TACKETT	BRENT KESSINGER 6/17/2019	6/28/2019	BRENT KESSINGER 6/17/2019	YES	AMY CHAFFIN 9/10/2019	NO
DH	DHHR	Health Care Authority							9/10/2019	
EA	Education & The Arts	Center for Professional Development							9/10/2019	
EA	Education & The Arts	Culture & History	5/1/2019	SAM CALVERT	SAM CALVERT 6/17/2019		SAM CALVERT 6/17/2019	YES	SAM CALVERT 9/10/2019	NO
EA	Education & The Arts	Educational Broadcasting Authority	5/1/2019	DALE MALCOMB	DALE MALCOMB 6/17/2019	6/22/2019	DALE MALCOMB 6/17/2019	YES	DALE MALCOMB 9/10/2019	NO
EA	Education & The Arts	Library Commission	5/15/2019	DAVID RIEBE	DAVID RIEBE 6/17/2019	6/17/2019	DAVID RIEBE 6/17/2019	YES	WOODIE DORSEN 9/10/2019	NO
ED	Education	Fiscal Control Education	4/24/2019	MIKE DAVIS	MIKE DAVIS 6/17/2019	6/21/2019	MIKE DAVIS 6/17/2019	YES	MIKE DAVIS 9/10/2019	NO
ED	Education	School Building Authority	5/16/2019	LISA WILKINSON	LISA WILKINSON 6/17/2019	6/17/2019			LISA WILKINSON 9/10/2019	NO
ED	Education	Schools for the Deaf & the Blind	5/1/2019	LORI DAWSON	LORI DAWSON 6/17/2019	6/17/2019			LORI DAWSON 9/10/2019	NO
EL	Elected Officials	AGR01 Agriculture	5/16/2019	STACY STRAIGHT	STACY STRAIGHT 6/17/2019				STACY STRAIGHT 9/10/2019	NO
EL	Elected Officials	AGR04 WV Conservation Agency	5/16/2019	ANITA MAY, CHRIS MARTIN	ANITA MAY 6/17/2019	6/17/2019			ANITA MAY 9/10/2019	NO
EL	Elected Officials	Attorney General	5/8/2019	DAN SIZEMORE, JAMION WOLFORD	DAN SIZEMORE 6/17/2019	6/17/2019			DAN SIZEMORE 9/10/2019	NO
EL	Elected Officials	Auditor's Office	5/1/2019	GREG PENNINGTON	GREG PENNINGTON 6/17/2019				GREG PENNINGTON 9/10/2019	YES
EL	Elected Officials	Governor's Office	5/15/2019	ERIC MILLER	ERIC MILLER 6/17/2019				ERIC MILLER 9/10/2019	NO
EL	Elected Officials	Secretary of State	5/15/2019	DELILAH BARKER, SAM CURIA, ADAM YOUNG	DELILAH BARKER 6/17/2019				ADAM YOUNG 9/10/2019	NO
EL	Elected Officials	Treasurer's Office	5/8/2019	ASHLEY SMOLDER, BRYAN ARCHER	ASHLEY SMOLDER 6/17/2019	6/19/2019	ASHLEY SMOLDER 6/17/2019	YES	ASHLEY SMOLDER 9/10/2019	YES
EN	DEP	DEP	5/8/2019	STEVE BRIGHTWELL, CAROL MICHAEL	STEVE BRIGHTWELL 6/17/2019	6/17/2019			STEVE BRIGHTWELL 9/10/2019	NO
EN	DEP	Solid Waste Management Board	5/1/2019	PAUL HAYES, JAYNEL CUTTER	PAUL HAYES 6/17/2019	6/17/2019			PAUL HAYES 9/10/2019	YES

CABINET CODES	Department	AGENCY	2019 Training Held date	2019 Training Attendees	HB103 email sent to AFC's	HB103 Noncompensatory Driver spreadsheet returned by 7/31/19	FY2019 SEV & ERV Exemption forms sent 7/2019	SEV & ERV Agency Log Received	Email to AFC for 2019 vehicle data in ARI and wvOASIS is Correct by Oct. 1st	Agencies Response to ARI and wvOASIS Data Correct
HE	Higher Ed	Bluefield State College	5/16/2019	PAUL RUTHERFORD	PAUL RUTHERFORD 6/17/2019				PAUL RUTHERFORD 9/10/2019	NO
HE	Higher Ed	Concord University	5/15/2019	CALVIN HEBB, KAREN GILLESPIE	CALVIN HEBB 6/17/2019		CALVIN HEBB 6/17/2019	YES	CALVIN HEBB 9/10/2019	YES
HE	Higher Ed	Fairmont State University	5/15/2019	LENORA MONTGOMERY	LENORA MONTGOMERY 6/17/2019				LENORA MONTGOMERY 9/10/2019	NO
HE	Higher Ed	Glenville State College	4/24/2019	BRIDGET CARR, THOMAS RATLIFF	BRIDGET CARR 6/17/2019				BRIDGET CARR 9/10/2019	NO
HE	Higher Ed	Marshall University	5/15/2019	JAMES TERRY, ROSEMARY TURNER	JAMES TERRY 6/17/2019				JAMES TERRY 9/10/2019	NO
MI	MISC	National Coal Heritage Area Authority	5/15/2019	LINDA HAWKINS	LINDA HAWKINS 6/17/2019				LINDA HAWKINS 9/10/2019	NO
HE	Higher Ed	Osteopathic Medicine	5/16/2019	KEVIN WILLIAMS, JILL TRENT	KEVIN WILLIAMS 6/17/2019				KEVIN WILLIAMS 9/10/2019	NO
HE	Higher Ed	Policy Commission	5/16/2019	MARY BLASHFORD	MARY BLASHFORD 6/17/2019	6/17/2019			MARY BLASHFORD 9/10/2019	NO
HE	Higher Ed	RESA							9/10/2019	
HE	Higher Ed	Shepherd University	5/8/2019	LORI PEPPE	LORI PEPPE 6/17/2019				LORI PEPPE 9/10/2019	NO
HE	Higher Ed	West Liberty University	5/15/2019	JOE MILLS, STEPHANIE MILLS	JOE MILLS 6/17/2019		JOE MILLS 6/17/2019	YES	JOE MILLS 9/10/2019	NO
HE	Higher Ed	West Virginia State University	5/8/2019	PETER SMITH	PETER SMITH 6/17/2019		PETER SMITH 6/17/2019	YES	PETER SMITH 9/10/2019	NO
HE	Higher Ed	West Virginia University	4/24/2019	KEITH PYLES, CLEMENT SOLOMON	KEITH PYLES 6/17/2019				KEITH PYLES 9/10/2019	NO
HE	Higher Ed	WV Autism Training Center at Marshall University	5/1/2019	ELIZABETH TAPPAN	ELIZABETH TAPPAN 6/17/2019	7/2/2019			ELIZABETH TAPPAN 9/10/2019	NO
HE	Higher Ed	WVNET	5/8/2019	GREG KIDDER, PHIL SNITZ	GREG KIDDER 6/17/2019				GREG KIDDER 9/10/2019	YES
HE	Higher Ed	WVU Institute of Technology	4/24/2019	KEITH PYLES, CLEMENT SOLOMON	KEITH PYLES 6/17/2019				KEITH PYLES 9/10/2019	NO
JU	Judicial	Supreme Court	5/8/2019	KIM ELLIS	KIMBERLY ELLIS 6/17/2019				KIMBERLY ELLIS 9/10/2019	NO
LE	Legislative	Commission on Special Investigation	5/1/2019	GE MCCABE, SHERRY LAWSON	GE MCCABE 6/17/2019	7/1/2019			GE MCCABE 9/10/2019	NO
LE	Legislative	LEGISLATIVE AUDITOR							9/10/2019	
MA	DMAPS	Adjutant General	5/1/2019	LORI SUTTON, TRAVIS STONE	LORI SUTTON 6/17/2019	6/17/2019	LORI SUTTON 6/17/2019	YES	LORI SUTTON 9/10/2019	NO
MA	DMAPS	Cabinet Secretary's Office	5/8/2019	STEPHANIE TILLER	STEPHANIE TILLER 6/17/2019				STEPHANIE TILLER 9/10/2019	NO
MA	DMAPS	CORRECTIONS	5/15/2019	STEVEN CROOK, MANDY PARSONS, REGGIE SMITH	STEVEN CROOK 6/17/2019	7/2/2019	STEVEN CROOK 6/17/2019	NO	STEVEN CROOK 9/10/2019	YES
MA	DMAPS	Fire Commission	5/16/2019	ROBERT SHARP	ROBERT SHARP 6/17/2019	6/28/2019			ROBERT SHARP 9/10/2019	YES
MA	DMAPS	Homeland Security & Emergency Management			CODY TAYLOR 6/17/2019		CODY TAYLOR 6/17/2019	YES	CODY TAYLOR 9/10/2019	NO
MA	DMAPS	Justice and Community Services	5/15/2019	STEVEN CROOK, MANDY PARSONS, REGGIE SMITH	STEVEN CROOK 6/17/2019	7/2/2019	STEVEN CROOK 6/17/2019	YES	STEVEN CROOK 9/10/2019	YES
MA	DMAPS	JUVENILE SERVICES	5/15/2019	STEVEN CROOK, MANDY PARSONS, REGGIE SMITH	STEVEN CROOK 6/17/2019	7/2/2019	STEVEN CROOK 6/17/2019	YES	STEVEN CROOK 9/10/2019	YES
MA	DMAPS	Parole Board	5/1/2019	NATALIE PROCTOR	NATALIE PROCTOR 6/17/2019	6/29/2019			NATALIE PROCTOR 9/10/2019	NO
MA	DMAPS	Protective Services	4/24/2019	MARK SWECKER, VALORIE ALLEN	MARK SWECKER 6/17/2019				PAULA TOTTON 9/10/2019	NO
MA	DMAPS	REGIONAL JAIL AUTHORITY	5/15/2019	STEVEN CROOK, MANDY PARSONS, REGGIE SMITH	STEVEN CROOK 6/17/2019	7/2/2019	STEVEN CROOK 6/17/2019	YES	STEVEN CROOK 9/10/2019	YES
MA	DMAPS	State Police	5/1/2019	BRENDA SWEENEY, ROBIN SOVINE, JEFFERY PERRY	JEFFERY PERRY 6/17/2019				JEFFERY PERRY 9/10/2019	NO
MI	MISC	Barbers & Cosmetologists	5/8/2019	JASON GRAVES	JASON GRAVES 6/17/2019	6/17/2019			JASON GRAVES 9/10/2019	NO
MI	MISC	Medical Imaging & Radiation Therapy							9/10/2019	
MI	MISC	Public Service Commission	5/16/2019	MICHAEL DAILEY	MICHAEL DAILEY 6/17/2019				MICHAEL DAILEY 9/10/2019	NO
MI	MISC	Water Development Authority							9/10/2019	
TR	Transportation	Administrative Hearings	5/16/2019	JONATHON PORTER	JONATHON PORTER 6/17/2019				SUSAN FINNEY 9/10/2019	YES
QU	Quasi	Parkways Authority	5/1/2019	FRANK MILLER	FRANK MILLER 6/17/2019	6/28/2019			FRANK MILLER 9/10/2019	YES
RE	Revenue	ABCC Alcohol Beverage Control Administration	4/24/2019, 5/8/2019	JULIA JONES, BELINDA BURDETTE	BELINDA BURDETTE 6/17/2019	6/21/2019	BELINDA BURDETTE 6/17/2019	YES	BELINDA BURDETTE 9/10/2019	NO
RE	Revenue	Insurance Commission	5/1/2019	JOHN MAWYER	JOHN MAWYER 6/17/2019		JOHN MAWYER 6/17/2019	YES	JOHN MAWYER 9/10/2019	NO
RE	Revenue	Lottery Commission	4/24/2019	PAULA BRADLEY	PAULA BRADLEY 6/17/2019	7/1/2019			PAULA BRADLEY 9/10/2019	YES
RE	Revenue	Racing Commission			JOE MOORE 6/17/2019					
RE	Revenue	Tax Division and Tax Criminal Investigations	5/8/2019	TAMMY LAMBERT	TAMMY LAMBERT 6/17/2019	6/25/2019	TAMMY LAMBERT 6/17/2019	YES	TAMMY LAMBERT 9/10/2019	NO
SR	Senior Services	Senior Services	5/1/2019	MONICA ROGERS	MONICA ROGERS 6/17/2019				MONICA ROGERS 9/10/2019	NO
TR	Transportation	Courtesy Patrol	6/5/2019	HEATHER HUFFMAN	HEATHER HUFFMAN 6/17/2019				HEATHER HUFFMAN 9/10/2019	NO
TR	Transportation	DMV Motor Vehicles	5/1/2019, 5/15/2019	RYAN MACDONALD, MATTHEW BESS	RYAN MACDONALD 6/17/2019	6/26/2019	RYAN MACDONALD 6/17/2019	YES	RYAN MACDONALD 9/10/2019	YES
TR	Transportation	DOH HIGHWAYS	6/5/2019	TODD CAMPBELL, JEFF PIFER, DAVID CUTRIGHT, PAM HALL, TRAVIS RAY, JD HALLER	MARCIA LEE 6/17/2019	6/17/2019			TRAVIS RAY 9/10/2019	YES
TR	Transportation	Public Port Authority	4/24/2019	BARB BOSLEY	BARBARA BOSLEY 6/17/2019				9/10/2019	NO
TR	Transportation	Public Transit	5/8/2019	HENRI PAULEY, MICHAEL GLOVER	HENRI PAULEY 6/17/2019	6/17/2019			HENRI PAULEY 9/10/2019	YES
TR	Transportation	State Rail Authority			CINDY BUTLER 6/17/2019	6/17/2019	CINDY BUTLER 6/17/2019	YES	CINDY BUTLER 9/10/2019	
TR	Transportation	WV Wing Civil Air Patrol							9/10/2019	
VE	Veterans Assistance	Veteran's Assistance Transportation Program			MIKE LYONS 6/17/2019		MIKE LYONS 6/17/2019	NO	MIKE LYONS 9/10/2019	NO
VE	Veterans Assistance	Veteran's Home			MIKE LYONS 6/17/2019		MIKE LYONS 6/17/2019	NO	MIKE LYONS 9/10/2019	NO
VE	Veterans Assistance	Veteran's Nursing Facility / Veterans Assistance			MIKE LYONS 6/17/2019		MIKE LYONS 6/17/2019	NO	MIKE LYONS 9/10/2019	NO

## Travel Reimbursements and Vehicle Rental Expenses

HB4015 §5A-12-12 (5) The total number of miles reimbursed for personal vehicle use and the amount reimbursed annually, both in aggregate and by spending unit.

In order to provide a consistent report by aggregate and spending unit, FMD ran the wvOASIS WV-FIN-GL-146 report using the object and sub-object codes provided by the wvOASIS Finance Team that agencies should use to capture travel reimbursements and rental expenses. Below is a summary report by Object code. Appendix 5 contains the entire report by Object and Sub Object code.

Object Code		3211	3212	3216	3225	3235	3265	5211	6105	Grand Total
CABINET	DEPT NM	TRAVEL EMPLOYEE	TRAVEL NON EMPLOYEE	VEHICLE RENTAL	VEHICLE OPERATING EXP	ENERGY EXP MTR VEH/AIR.	REIMBURSEM ENT	VEHICLE IMPROVEM ENTS	VEHICLE REPAIRS	Grand Total
ADMINISTRATION FUNCTIONS	SECRETARY OF ADMINISTRATION	\$290.58								\$290.58
ADMINISTRATION FUNCTIONS	CONSOLIDATED PUBLIC RETIREMENT BOARD	\$4,021.69	\$1,534.88	\$377.82						\$5,934.39
ADMINISTRATION FUNCTIONS	FINANCE DIVISION	\$1,257.15		\$160.00						\$1,417.15
ADMINISTRATION FUNCTIONS	INFORMATION SERVICES AND COMMUNICATIONS	\$91,254.50		\$6,027.61		\$828.57				\$98,110.68
ADMINISTRATION FUNCTIONS	GENERAL SERVICES DIVISION	\$671.18	\$15.00	\$6,778.80	\$1,924.12	\$8,594.74				\$17,983.84
ADMINISTRATION FUNCTIONS	PURCHASING DIVISION	\$5,550.68		\$287.92		\$982.50				\$6,821.10
ADMINISTRATION FUNCTIONS	SURPLUS PROPERTY	\$524.30		\$384.00	\$4,687.90	\$27.47		\$419.00		\$6,042.67
ADMINISTRATION FUNCTIONS	TRAVEL MANAGEMENT	\$2,362.36		\$847.90		\$345.72			\$253,407.24	\$256,963.22
ADMINISTRATION FUNCTIONS	FLEET MANAGEMENT DIVISION			\$14,250.20	\$1,264.78	\$105.90				\$15,620.88
ADMINISTRATION FUNCTIONS	COMMISSION ON UNIFORM STATE LAWS	\$163.30								\$163.30
ADMINISTRATION FUNCTIONS	BOARD OF RISK AND INSURANCE MANAGEMENT	\$3,186.90			\$116.00	\$0.00				\$3,302.90
ADMINISTRATION FUNCTIONS	PUBLIC EMPLOYEES GRIEVANCE BOARD	\$2,824.07		\$440.00						\$3,264.07
ADMINISTRATION FUNCTIONS	ETHICS COMMISSION	\$4,282.94		\$405.00						\$4,687.94
ADMINISTRATION FUNCTIONS	PUBLIC DEFENDER SERVICES	\$1,241.37	\$295.81	\$1,865.20						\$3,402.38
ADMINISTRATION FUNCTIONS	DIVISION OF PERSONNEL	\$4,175.52		\$2,990.02						\$7,165.54
ADMINISTRATION FUNCTIONS	COMMODITIES AND SERVICES FROM THE HANDICAPPED	\$24.76								\$24.76
ADMINISTRATION FUNCTIONS	PUBLIC EMPLOYEES INSURANCE AGENCY	\$6,476.60		\$1,587.96						\$8,064.56
ADMINISTRATION FUNCTIONS	PROSECUTING ATTORNEYS INSTITUTE	\$1,962.24		\$24.00		\$111.43				\$2,097.67
ADMINISTRATION FUNCTIONS	OFFICE OF TECHNOLOGY	\$344.27								\$344.27
ADMINISTRATION FUNCTIONS	REAL ESTATE DIVISION			\$2,113.57	\$216.00	\$195.71				\$2,525.28
BUREAU OF SENIOR SERVICES	BUREAU OF SENIOR SERVICES	\$3,893.19		\$406.55	\$193.97				\$989.94	\$5,483.65
COMMERCE	WEST VIRGINIA TOURISM OFFICE	\$14,539.21		\$24.00	\$361.76	\$50.18				\$14,975.15
COMMERCE	DIVISION OF FORESTRY	\$6,453.26	\$236.48	\$14,670.05	\$27,287.19	\$6,844.96			\$1,317.98	\$56,809.92
COMMERCE	GEOLOGICAL AND ECONOMIC SURVEY	\$861.10		\$1,601.97	\$57.91	(\$17.02)			\$19.99	\$2,523.95
COMMERCE	WEST VIRGINIA DEVELOPMENT OFFICE	\$64,821.50		\$9,575.30	\$341.41	\$287.86			\$1,000.00	\$76,026.07
COMMERCE	DIVISION OF LABOR	\$28,592.60		\$104,447.54	\$2,565.69	\$367.42			\$2,048.33	\$138,021.58
COMMERCE	DIVISION OF NATURAL RESOURCES	\$53,052.10	\$900.62	\$74,138.34	\$188,679.82	\$643,168.91	\$14.00	\$3,685.79	\$116,725.09	\$1,080,364.67
COMMERCE	DIVISION OF MINERS HEALTH, SAFETY AND TRAINING	\$8,226.64	\$652.74	\$114,378.91	\$888.95	\$566.87			\$193.16	\$124,907.27
COMMERCE	BOARD OF COAL MINE HEALTH AND SAFETY	\$1,779.49								\$1,779.49
COMMERCE	WORKFORCE WEST VIRGINIA	\$94,502.48	\$1,873.80	\$5,360.00	\$139.09	\$623.21				\$102,498.58
COMMERCE	SECRETARY OF COMMERCE	\$152.60								\$152.60
COMMERCE	DIVISION OF ENERGY	\$747.14		\$190.00						\$937.14
COMMERCE	DIVISION OF REHABILITATION SERVICES	\$182,477.71		\$202,439.81	(\$2,017.76)	\$9,434.69				\$392,334.45

Object Code		3211	3212	3216	3225	3235	3265	5211	6105	Grand Total
CABINET	DEPT NM	TRAVEL EMPLOYEE	TRAVEL NON EMPLOYEE	VEHICLE RENTAL	VEHICLE OPERATING EXP	ENERGY EXP MTR VEH/AIR.	REIMBURSEM ENT	VEHICLE IMPROVEM ENTS	VEHICLE REPAIRS	Grand Total
COUNCIL FOR C&T COLLEGE EDUCATION	COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$36,526.88	\$4,107.68	\$71.58						\$40,706.14
COUNCIL FOR C&T COLLEGE EDUCATION	MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$23,479.54	\$2,000.00	\$1,574.41	\$3,254.38	\$929.88			\$316.80	\$31,555.01
COUNCIL FOR C&T COLLEGE EDUCATION	NEW RIVER COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$52,003.90	\$10,617.45	\$1,863.17	\$36,149.89	\$28,574.40				\$129,208.81
COUNCIL FOR C&T COLLEGE EDUCATION	PIERPONT COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$152,534.13	\$7,591.35	\$9,699.55	\$121.22	\$4,123.84				\$174,070.09
COUNCIL FOR C&T COLLEGE EDUCATION	BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$74,697.70	\$7,604.48	\$1,873.37	\$5,400.94	\$1,004.29				\$90,580.78
COUNCIL FOR C&T COLLEGE EDUCATION	UNIVERSITY AT PARKERSBURG EDUCATION	\$131,451.44	\$6,345.75	\$36,346.78	(\$18,398.01)	\$3,377.95			\$100.99	\$159,224.90
COUNCIL FOR C&T COLLEGE EDUCATION	SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$62,896.36	\$33,953.42	\$7,631.93	\$220.97	\$231.88			\$3,133.95	\$108,068.51
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA NORTHERN COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$94,434.94	\$8,821.11	\$5,460.55	\$270.22	\$2,405.40				\$111,392.22
COUNCIL FOR C&T COLLEGE EDUCATION	EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$32,743.18	\$4,381.84	\$540.00	\$368.07	\$1,110.20				\$39,143.29
COUNCIL FOR C&T COLLEGE EDUCATION	BRIDGE VALLEY COMMUNITY AND TECHNICAL COLLEGE EDUCATION	\$144,131.52	\$3,248.47	\$14,350.44	\$56.16	\$442.15			\$266.66	\$162,495.40
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	DIVISION OF CULTURE AND HISTORY	\$25,521.64	\$6,867.12	\$16,314.30	\$1,771.40	\$6,420.49				\$56,894.95
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	LIBRARY COMMISSION	\$46,445.99		\$3,869.34	\$473.90					\$50,789.23
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	EDUCATIONAL BROADCASTING AUTHORITY	\$10,063.16		\$12,983.72	\$345.35	\$2,885.37			\$157.18	\$26,434.78
EDUCATION	DEPARTMENT OF EDUCATION	\$889,861.48	\$165,067.84	\$18,375.88	\$2,909.00	(\$7.00)			\$0.00	\$1,076,207.20
EDUCATION	WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND	\$3,946.44	\$1,488.00	\$28,497.25	\$3,348.33	\$19,698.21			\$12,717.51	\$69,695.74
EDUCATION & THE ARTS	SECRETARY OF EDUCATION AND THE ARTS			\$1,007.31						\$1,007.31
ELECTED OFFICIALS	GOVERNORS OFFICE	\$12,367.00		\$19,660.80	\$118.88					\$32,146.68
ELECTED OFFICIALS	AUDITORS OFFICE	\$379,737.86			\$2,405.30	\$3,674.64				\$385,817.80
ELECTED OFFICIALS	TREASURERS OFFICE	\$86,154.40		\$8,261.96	\$235.00					\$94,651.36
ELECTED OFFICIALS	DEPARTMENT OF AGRICULTURE	\$327,271.36	\$39.78	\$4,369.51	\$136,849.78	\$130,154.64			\$48,130.90	\$646,815.97
ELECTED OFFICIALS	ATTORNEY GENERAL	\$34,857.79	\$20.40	\$176.00	(\$859.41)	(\$3,219.13)			(\$4,508.20)	\$26,467.45
ELECTED OFFICIALS	SECRETARY OF STATE	\$33,787.14	\$262.70	\$758.51						\$34,788.35
ENVIRONMENT	ENVIRONMENTAL QUALITY BOARD	\$1,314.28								\$1,314.28
ENVIRONMENT	SOLID WASTE MANAGEMENT BOARD	\$118.32	\$5,004.34			\$95.02				\$5,217.68
ENVIRONMENT	DEPARTMENT OF ENVIRONMENTAL PROTECTION	\$74,720.15	\$2,325.11	\$547,917.25	\$21,044.72	\$9,204.71	(\$66.70)	\$4,289.15	\$26,765.33	\$686,199.72
ENVIRONMENT	OIL AND GAS CONSERVATION COMMISSION		\$7,598.00							\$7,598.00
HEALTH & HUMAN RESOURCES	SECRETARY OF HEALTH AND HUMAN RESOURCES	\$806.04	\$1,905.37	\$151.81						\$2,863.22
HEALTH & HUMAN RESOURCES	DIVISION OF HEALTH CARE	\$70,442.45	\$1,940.01	\$51,692.81	\$3,543.45	\$11,720.55			\$22,926.39	\$162,265.66
HEALTH & HUMAN RESOURCES	HEALTH CARE AUTHORITY	\$1,434.72								\$1,434.72
HEALTH & HUMAN RESOURCES	HUMAN RIGHTS	\$5,494.29			\$82.79	\$0.00				\$5,577.08
HEALTH & HUMAN RESOURCES	DIVISION OF HUMAN SERVICES	\$1,043,869.70	\$2,209.37	\$550,304.13	\$3,250.27	\$102,315.87			\$2,270.65	\$1,704,219.99
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION - ADMINISTRATION	\$165,778.67	\$36,092.86	\$3,672.53	\$1,215.40	\$284.69				\$207,044.15
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION - SYSTEM	\$7,412.98	\$75.22							\$7,488.20
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA UNIVERSITY	\$10,485,798.43	\$309,648.01	\$1,616,102.28	\$40,324.98	\$329,972.65			\$363,067.94	\$13,144,914.29
HIGHER EDUCATION POLICY COMMISSION	MARSHALL UNIVERSITY	\$3,733,212.78	\$69,159.16	\$1,190,815.38	\$56,208.66	\$76,297.66			\$23,703.63	\$5,149,397.27
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE	\$500,375.04	\$121,802.28	\$13,094.46	\$10,364.15	\$5,253.18				\$650,889.11
HIGHER EDUCATION POLICY COMMISSION	BLUEFIELD STATE COLLEGE	\$124,261.42	\$134,741.47	\$48,325.59	\$24,803.40	\$6,666.50			\$18,240.84	\$357,039.22
HIGHER EDUCATION POLICY COMMISSION	CONCORD UNIVERSITY	\$581,523.27	\$26,475.65	\$159,133.83	\$2,110.22	\$54,659.68			\$10,435.00	\$834,337.65
HIGHER EDUCATION POLICY COMMISSION	FAIRMONT STATE UNIVERSITY	\$754,361.58	\$28,194.06	\$141,509.11	\$53,191.33	\$104,019.53			\$22,999.59	\$1,104,275.20
HIGHER EDUCATION POLICY COMMISSION	GLENVILLE STATE COLLEGE	\$80,289.36	\$11,439.47	\$14,226.86	\$1,707.25	\$12,503.78			\$10,269.19	\$130,435.91
HIGHER EDUCATION POLICY COMMISSION	SHEPHERD UNIVERSITY	\$182,031.80	\$484,562.56	\$301,723.70	\$12,085.66	\$25,497.33			\$3,756.19	\$1,009,657.24
HIGHER EDUCATION POLICY COMMISSION	WEST LIBERTY UNIVERSITY	\$133,835.44	\$343,655.87	\$155,980.15	\$5,984.00	\$50,942.49			\$19,982.30	\$710,380.25
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA STATE UNIVERSITY	\$28,067.71	(\$1,063.69)	\$29,765.06	\$22,817.09	\$25,106.94			\$9,499.85	\$114,192.96
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING	\$25,396.59	\$1,468.13	\$270.00	\$50.00	\$869.28				\$28,054.00

Object Code		3211	3212	3216	3225	3235	3265	5211	6105	Grand Total
CABINET	DEPT NM	TRAVEL EMPLOYEE	TRAVEL NON EMPLOYEE	VEHICLE RENTAL	VEHICLE OPERATING EXP	ENERGY EXP MTR VEH/AIR.	REIMBURSEM ENT	VEHICLE IMPROVEM ENTS	VEHICLE REPAIRS	Grand Total
JUDICIAL	SUPREME COURT	\$809,154.97	\$394,527.53		\$4,041.22	\$2,672.49			\$1,000.00	\$1,211,396.21
LEGISLATURE	SENATE	\$44,345.88			\$187.50					\$44,533.38
LEGISLATURE	HOUSE OF DELEGATES	\$164,310.62			\$375.00					\$164,685.62
LEGISLATURE	JOINT EXPENSES	\$17,206.46	\$2,919.57	\$1,946.50	\$1,415.12				\$1,045.10	\$24,532.75
MILITARY AFFAIRS & PUBLIC SAFETY	SECRETARY OF MILITARY AFFAIRS AND PUBLIC SAFETY	\$1,829.15								\$1,829.15
MILITARY AFFAIRS & PUBLIC SAFETY	ADJUTANT GENERAL	\$55,887.25	\$50.00	\$69,526.63	\$14,568.73	\$50,355.99		\$1,019.98	\$1,715.16	\$193,123.74
MILITARY AFFAIRS & PUBLIC SAFETY	ARMORY BOARD	\$3,044.85		\$2,066.62	\$2,832.74	\$13,317.62				\$21,261.83
MILITARY AFFAIRS & PUBLIC SAFETY	PAROLE BOARD	\$3,069.96		\$13,308.00						\$16,377.96
MILITARY AFFAIRS & PUBLIC SAFETY	HOMELAND SECURITY AND EMERGENCY MANAGEMENT	\$2,972.18	\$30,197.55	\$14,653.63	\$13,002.89	\$120.71			\$10,485.26	\$71,432.22
MILITARY AFFAIRS & PUBLIC SAFETY	DIVISION OF CORRECTIONS AND REHABILITATION	\$83,006.61	\$1,618.38	\$622,829.87	\$76,179.56	\$194,107.93			\$28,492.92	\$1,006,235.27
MILITARY AFFAIRS & PUBLIC SAFETY	WEST VIRGINIA STATE POLICE	\$1,621.47	\$4,381.60	\$1,138,444.78	\$624,299.13	\$197,632.16	(\$1,797,100.50)	\$218,625.29	\$135,814.91	\$523,718.84
MILITARY AFFAIRS & PUBLIC SAFETY	FIRE COMMISSION	\$8,206.34	\$1,216.84	\$81,998.45	\$2,409.87				\$2,989.10	\$96,820.60
MILITARY AFFAIRS & PUBLIC SAFETY	DIVISION OF JUSTICE AND COMMUNITY SERVICES	\$2,391.85	\$6,933.30	\$533.00	\$12.99					\$9,871.14
MILITARY AFFAIRS & PUBLIC SAFETY	DIVISION OF JUVENILE SERVICES	\$63.13								\$63.13
MILITARY AFFAIRS & PUBLIC SAFETY	DIVISION OF PROTECTIVE SERVICES			\$3,224.88	\$589.78	\$12.69				\$3,827.35
MISCELLANEOUS	BOARD OF BARBERS AND COSMETOLOGISTS	\$6,446.39								\$6,446.39
MISCELLANEOUS	HOSPITAL FINANCE AUTHORITY		\$444.26							\$444.26
MISCELLANEOUS	APPRAISER LICENSING CERTIFICATION BOARD	\$6,925.12								\$6,925.12
MISCELLANEOUS	BOARD OF FUNERAL SERVICE EXAMINERS	\$3,688.45								\$3,688.45
MISCELLANEOUS	BOARD OF PROFESSIONAL SURVEYORS	\$2,628.21	\$346.84							\$2,975.05
MISCELLANEOUS	BOARD OF COUNSELING	\$2,231.65								\$2,231.65
MISCELLANEOUS	BOARD OF SOCIAL WORK	\$2,807.20								\$2,807.20
MISCELLANEOUS	BOARD OF LICENSED PRACTICAL NURSES	\$687.86								\$687.86
MISCELLANEOUS	BOARD OF REGISTERED NURSES	\$1,291.92		\$901.51						\$2,193.43
MISCELLANEOUS	BOARD OF CHIROPRACTIC EXAMINERS	\$5,976.64								\$5,976.64
MISCELLANEOUS	BOARD OF DENTISTRY	\$4,197.97	\$4,327.16							\$8,525.13
MISCELLANEOUS	BOARD OF LANDSCAPE ARCHITECTS	\$191.40								\$191.40
MISCELLANEOUS	BOARD OF OCCUPATIONAL THERAPY	\$1,799.16								\$1,799.16
MISCELLANEOUS	BOARD OF PHARMACY	\$40,981.66								\$40,981.66
MISCELLANEOUS	BOARD OF PSYCHOLOGISTS	\$2,866.57								\$2,866.57
MISCELLANEOUS	BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS	\$1,208.21		\$12.00						\$1,220.21
MISCELLANEOUS	BOARD OF SANITARIANS	\$1,434.94								\$1,434.94
MISCELLANEOUS	BOARD OF PROFESSIONAL ENGINEERS	\$1,065.44		\$134.84		\$45.30				\$1,245.58
MISCELLANEOUS	BOARD OF ACCOUNTANCY	\$3,524.50								\$3,524.50
MISCELLANEOUS	BOARD OF ARCHITECTS	\$504.36								\$504.36
MISCELLANEOUS	WEST VIRGINIA BOARD OF OSTEOPATHIC MEDICINE	\$100.92								\$100.92



Object Code		3211	3212	3216	3225	3235	3265	5211	6105	Grand Total
CABINET	DEPT NM	TRAVEL EMPLOYEE	TRAVEL NON EMPLOYEE	VEHICLE RENTAL	VEHICLE OPERATING EXP	ENERGY EXP MTR VEH/AIR.	REIMBURSEM ENT	VEHICLE IMPROVEM ENTS	VEHICLE REPAIRS	Grand Total
MISCELLANEOUS	BOARD OF PHYSICAL THERAPY	\$2,164.84								\$2,164.84
MISCELLANEOUS	BOARD OF VETERINARY MEDICINE	\$9,357.86	\$6,367.97							\$15,725.83
MISCELLANEOUS	PUBLIC SERVICE COMMISSION	\$15,446.53		\$138,562.47	\$819.05	\$1,603.06			\$3,000.00	\$159,431.11
MISCELLANEOUS	REAL ESTATE COMMISSION	\$14,635.43								\$14,635.43
MISCELLANEOUS	BOARD OF FORESTERS	\$595.70								\$595.70
MISCELLANEOUS	BOARD OF SPEECH LANGUAGE PATHOLOGY AND AUDIOLOGY	\$2,361.89								\$2,361.89
MISCELLANEOUS	BOARD OF RESPIRATORY CARE	\$746.71								\$746.71
MISCELLANEOUS	BOARD OF LICENSED DIETITIANS	\$256.71								\$256.71
MISCELLANEOUS	MASSAGE THERAPY LICENSURE BOARD	\$804.91								\$804.91
MISCELLANEOUS	COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY	\$483.72	\$411.68							\$895.40
MISCELLANEOUS	NATIONAL COAL HERITAGE AREA AUTHORITY	\$1,237.48		\$144.00						\$1,381.48
MISCELLANEOUS	CENTER FOR NURSING	\$2,481.78								\$2,481.78
MISCELLANEOUS	ECONOMIC DEVELOPMENT AUTHORITY	\$8,980.20	\$834.60							\$9,814.80
MISCELLANEOUS	BOARD OF MEDICINE	\$7,157.93		\$455.00						\$7,612.93
MISCELLANEOUS	MUNICIPAL PENSION OVERSIGHT BOARD	\$1,485.70								\$1,485.70
MISCELLANEOUS	ENTERPRISE RESOURCE PLANNING BOARD	\$989.44								\$989.44
MISCELLANEOUS	BOARD OF TREASURY INVESTMENTS	\$133.40	\$209.96							\$343.36
QUASI GOVERNMENT	WEST VIRGINIA PARKWAYS AUTHORITY			\$7,072.16	\$437,712.23	\$412,232.73		\$8,933.85		\$865,950.97
REVENUE	DIVISION OF FINANCIAL INSTITUTIONS	\$143,832.82								\$143,832.82
REVENUE	TAX DIVISION	\$130,567.12		\$4,514.65	\$1,773.06	\$112.95				\$136,967.78
REVENUE	INSURANCE COMMISSIONER	\$15,770.65		\$37,015.96	\$4,854.43	\$52.55			\$2,000.00	\$59,693.59
REVENUE	LOTTERY COMMISSION	\$4,558.71		\$6,388.61	\$2,361.85	\$1,236.20			\$2,377.00	\$16,922.37
REVENUE	MUNICIPAL BOND COMMISSION	\$61.48								\$61.48
REVENUE	RACING COMMISSION	\$9,229.94		\$24.00						\$9,253.94
REVENUE	ALCOHOL BEVERAGE CONTROL ADMINISTRATION	\$636.84	\$2,334.94	\$21,355.46	\$3,616.62	\$2,396.55			\$4,428.65	\$34,769.06
REVENUE	OFFICE OF TAX APPEALS	\$635.90								\$635.90
REVENUE	ATHLETIC COMMISSION	\$300.52								\$300.52
TRANSPORTATION	DIVISION OF MOTOR VEHICLES	\$3,794.84	\$439.00	\$42,939.87	\$10,175.94	\$79.24			\$0.00	\$57,428.89
TRANSPORTATION	DIVISION OF HIGHWAYS	\$1,103,866.59		\$4,751,922.22	\$2,076,943.63	\$46,906.23	(\$24,115.03)		\$3,748,427.75	\$11,703,951.39
TRANSPORTATION	STATE RAIL AUTHORITY	\$7,149.06		\$15,898.59	\$9,569.19	\$137,356.21			\$2,489.57	\$172,462.62
TRANSPORTATION	DIVISION OF PUBLIC TRANSIT	\$267.03		\$6,202.38	\$0.00	\$31.20				\$6,500.61
TRANSPORTATION	PUBLIC PORT AUTHORITY					\$4,741.43				\$4,741.43
TRANSPORTATION	AERONAUTICS COMMISSION	\$1,943.24		\$61.24						\$2,004.48
TRANSPORTATION	OFFICE OF ADMINISTRATIVE HEARINGS	\$1,999.42		\$1,126.64		\$79.06				\$3,205.12
VETERAN'S ASSISTANCE	VETERANS AFFAIRS	\$38,708.74		\$917.45	(\$2,184.50)	\$271.27			\$983.37	\$38,696.33
VETERAN'S ASSISTANCE	VETERANS HOME	\$3.00		\$1,422.94	\$757.50	\$302.46			\$160.20	\$2,646.10
Grand Total:		\$24,066,467.72	\$2,312,721.15	\$12,569,748.13	\$3,946,845.10	\$2,755,402.22	(\$1,821,268.23)	\$236,973.06	\$4,915,343.41	\$48,982,232.56

## Complaints

HB4015 §5A-12-13 requires FMD to provide a complaint process for use by the general public in which FMD shall review all complaints weekly and report to the appropriate spending unit the information regarding the state vehicles in use by the spending unit, and shall describe the nature of the complaint, including, but not limited to, the mechanical problems, equipment failures, misuse, or illegal operation of state vehicles.

Since 2014 FMD has provided a mechanism for the public to report and for FMD to forward and track vehicle complaints. In appendix 5 is a list of the complaints for CY2018 and the responses received from the agencies. For CY17 FMD was notified of 157 vehicle complaints. FMD forwarded the complaints to the agencies operating the vehicles and all but 37 complaints received a response from the agencies. Below is a chart by cabinet level of the number of complaints reported for FY19.

State Vehicle Complaints FY 2019								
CABINET	CABINET NM	AGENCY	# of Complaints		CABINET	CABINET NM	AGENCY	# of Complaints
AD	Administration	CPRB	1		HE	Administration	MARSHALL	7
AD	Administration	GENERAL SERV	1		HE	Administration	OST MED	1
AD	Administration	IS&C	2		HE	Administration	WVU	4
CO	Commerce	DEV COMM ADV	2		MA	Commerce	ADJ GEN	1
CO	Commerce	LABOR	2		MA	Commerce	CAB SEC	2
CO	Commerce	MHST	4		MA	Commerce	CR ANTHONY	3
CO	Commerce	NR PARKS	1		MA	Commerce	CR BECKLEY	1
CO	Commerce	WORKFORCE	1		MA	Commerce	CR CENT OFF	1
CO	Commerce	DEV COMM ADV	1		MA	Commerce	CR COR K9	2
DH	DHHR	DH BATEMAN	2		MA	DHHR	CR HUTTONSV	1
DH	DHHR	DH INV FRAUD	3		MA	DHHR	CR MT OLIVE	2
DH	DHHR	DH OHFLAC	1		MA	DHHR	CR OHIO	2
DH	DHHR	DH REG 1	9		MA	DHHR	CR PARKERSB	1
DH	DHHR	DH REG 2	12		MA	DHHR	CR PAROL SRV	12
DH	DHHR	DH REG 3	6		MA	DHHR	CR SALEM	1
DH	DHHR	DH REG 4	5		MA	DHHR	FIRE COMM	2
DH	DHHR	DH SHARPE	2		MA	DHHR	JS CHICK BUC	1
EA	Education & The Arts	LIBRARY COMM	1		MA	Education & The Arts	JS GEN SPARA	3
ED	Education	DEAF BLIND	3		MA	Education	JS GOIN HOME	2
ED	Education	FISCAL CONTR	2		MA	Education	JS VIC DOUG	1
ED	Education	DEAF BLIND	1		MA	Education	PAROLE BD	1
EL	Elected Officials	ATTORNEY GEN	2		MA	Elected Officials	RJ CENT OFF	1
EL	Elected Officials	GOVERNOR	1		MA	Elected Officials	RJ CTR REG	1
EL	Elected Officials	SEC OF STATE	2		MA	Elected Officials	RJ EASTERN	1
EN	DEP	EN AB MINE	7		MA	DEP	RJ TYGART	1
EN	DEP	EN AIR QUAL	1		N/A	N/A	NON-State Agency	2
EN	DEP	EN ENV ENFOR	1		RE	DEP	TAX	4
EN	DEP	EN ENV REMED	1		TR	DEP	ADMIN HEAR	1
EN	DEP	EN MINE REC	2		TR	DEP	DMV	1
EN	DEP	EN OIL GAS	1		TR	DEP	DOH	32
EN	DEP	EN SPEC REC	1		UNKNOWN	UNKNOWN	UNKNOWN	6
EN	DEP	EN ENV REMED	2		VE	DEP	VET HOME	1
					Grand Total			185

## Utilization Report

FMD completed the Utilization Vehicle Summary Report and submitted the findings to the Department of Administration Cabinet Secretary for FY2019. Appendix 4 contains the report and vehicle usage data.

FMD reviewed all vehicles that did not travel the required 1,100 monthly miles. Legislative Rule 148-3-9 Minimum Utilization requires FMD to make recommendations to the Cabinet Secretary of the Department of Administration each fiscal year on possible fleet reductions and/or reassignment of underutilized state vehicles.

There are five types of exemptions and FMD received 2,762 utilization exemption requests for FY2019:

PSV – public safety officers

SEV – job duties require continuous availability of specialized equipment

ERV – 24-hour call

ETV – essential travel to transportation of authorized passengers on a routine basis

ENV – free of lien, not more than 20% of fleet

FMD reviewed an additional 1,767 vehicles that did not submit an exemption request for FY2019. Below is a chart that breaks down the number of and type of exemptions requested by cabinet level, along with a column adding additional vehicles that were underutilized during FY2019 but for which the agency did not submit an exemption request.

# of FY2019 Utilization Exemptions Request and Additional Underutilized Vehicles by Cabinet Level										
Cabinet	Requested Exemptions						Total Exemption Requests	Additional Underutilized Vehicles that Didn't Submit an Exemption Request	Total # of Underutilized Vehicles for FY2019	Total Vehicles for Review or Reassignment
	Total Fleet	ETV	ENV	SEV	ERV	PSV				
ADMINISTRATION	47	6	1	8		0	15	24	39	24
COMMERCE	801	58	3	109	13	64	247	202	449	70
COMMUNITY COLLEGE	90	17	11	11		4	43	36	79	38
DEP	365	0	0	0		0	0	124	124	34
DHHR	306	107	3	15	14	0	139	25	164	70
DMAPS	1772	121	62	12		42	237	442	679	79
ED & ARTS	18	9	0	2		0	11	5	16	2
EDUCATION	34	12	2	1		0	15	4	19	3
ELECTED OFFICES	189	0	0	3		0	3	96	99	15
HIGHER ED	785	44	19	50		20	133	543	676	423
JUDICIAL	19	0	0	0		0	0	14	14	5
LEGISLATIVE	8	0	0	0		0	0	0	0	0
MISC	105	9	1	0		10	20	23	43	2
QUASIS	174	34	3	0		1	38	49	87	43
REVENUE	112	25	10	36		0	71	13	84	24
SENIOR SERVICES	7	5	2	0		0	7	0	7	2
TRANSPORTATION	2053	1738	10	17		0	1765	139	1904	361
VETERANS	72	13	0	4	1	0	18	28	46	20
<b>Grand Total</b>	<b>6957</b>	<b>2198</b>	<b>127</b>	<b>268</b>	<b>28</b>	<b>141</b>	<b>2762</b>	<b>1767</b>	<b>4529</b>	<b>1215</b>

FMD went through a process of grouping and removing certain vehicles based off of model year, type of vehicle, lack of data, and utilization data for the last six months. For FY2019 FMD identified 1,215 vehicles for possible reassignment and/or retirement. Below is a chart of those efforts:

Exemptions Received	2762	
Additional underutilized Vehicles - no Exemption Submitted	1767	
<b>Total Exemptions</b>	<b>4529</b>	
<b>Less:</b>		
Vehicles that Average 900+ Miles Per Month	(1807)	
Missing Odometer	(1)	* action
State Police & PSV Utilization Exemptions	(395)	
2019 Model Year Vehicles	(30)	
Fuel Exemptions	(110)	*action
Vehicles with 90,000 Miles & Over	(896)	*action
Vehicles with Missing Addresses	(75)	*action
<b>Total Vehicles for Review and or Reassignment</b>	<b>1215</b>	

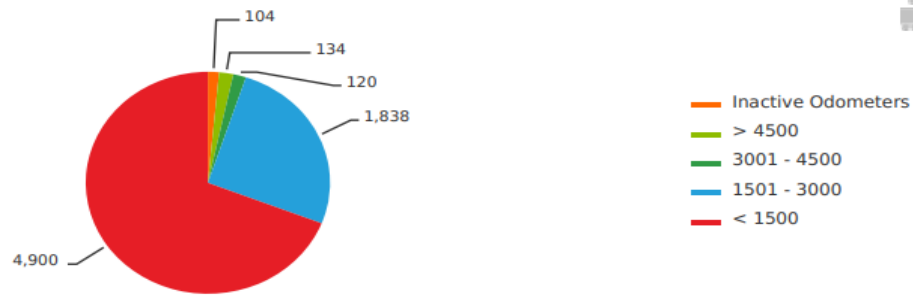
This exercise is done at a high level without knowing the agencies' missions and how these vehicles assist with those missions. FMD will advise the Agency Fleet Coordinators and review the findings. FMD worked with ARI to add a field to their database to capture 8 categories to better define and more efficiently target efforts to maximize vehicle utilization. An email was sent to the agencies on 8/30/19 asking them to define the 1,215 underutilized vehicles as: Campus, Special Equipment, Educational, Seasonal, Employment, Surplus, Pool, and Share. Better defining how the vehicle are being used will focus efforts to maximize vehicle efficiencies.

FMD has entered an agreement with ARI and Geotab to test 50 telematics units for one year. Telematics is believed to be the tool to better define who, when, and where state vehicles are being used. DEP has agreed to supply the vehicles for the pilot program.

Below is a chart from ARI listing the numbers of vehicles and the average number of miles traveled by month in 1,500-mile intervals.

## Fleet Travel Per Month

Active Vehicles



## FMD Operations Cost

The Finance Division can provide FMD's finances upon request.

## Recommendations

FMD needs to ensure that ARI reports capture all supplied maintenance events. Currently ARI is aware and working on a solution to add maintenance events performed in house (manual entries) to ARI reports. The current operations reports do not include manual entries performed at the agency level.

FMD would like to see funding made available to facilitate the administration fees and other cost of programs to track and report on the state fleet's operations cost and utilization. FMD finds that the monthly fees and cost required by the agencies are the biggest roadblocks to agencies' participation with mandated programs.

FMD recommends that once the new Phase E is implemented that all agencies report their vehicle operations cost in the newly established system of record. By having all the vehicle operations costs in one system will provide the state with standardized reporting for all state vehicles.

FMD recommends that the Legislature considers establishing an entity that presides over all fixed assets. The entity would ensure proper reporting methods for all assets regardless of exemption status or classification of the assets. Currently, FMD has purview of 1 ton and under vehicles and agencies need to confirm the accuracy of their inventory to Surplus Property once a year. This leaves a gap of vehicles that are over 1 ton and are owned by agencies exempt from the Purchasing Division. In addition, through the process of matching ARI's system with wvOASIS, FMD had to make adjustments in ARI's system to accommodate character spacing limitations. FMD has noticed other agencies are recommending agencies limit an asset's description in wvOASIS in order to match the data found in an agency owned system. FMD recognizes the need for agencies to synchronize internal systems with the system of record, wvOASIS fixed assets; however, wvOASIS fixed assets should never be minimized to accommodate the limitations of an agency owned system, but rather the agency owned system should make adjustments to match the system of record. Centralized oversight of wvOASIS fixed assets would establish one voice to determine standards and maintain the integrity of the system of record, wvOASIS fixed assets.